

(20 ILCS 415/9) (from Ch. 127, par. 63b109) Sec. 9

(13) To authorize in every department or agency subject to Jurisdiction C the use of flexible hours positions. A flexible hours position is one that does not require an ordinary work schedule as determined by the Department and includes but is not limited to: 1) a part time job of 20 hours or more per week, 2) a job which is shared by 2 employees or a compressed work week consisting of an ordinary number of working hours performed on fewer than the number of days ordinarily required to perform that job. The Department may define flexible time to include other types of jobs that are defined above.

The Director and the director of each department or agency shall together establish goals for flexible hours positions to be available in every department or agency.

The Department shall give technical assistance to departments and agencies in achieving their goals, and shall report to the Governor and the General Assembly each year on the progress of each department and agency.

When a goal of 10% of the positions in a department or agency being available on a flexible hours basis has been reached, the Department shall evaluate the effectiveness and efficiency of the program and determine whether to expand the number of positions available for flexible hours to 20%.

When a goal of 20% of the positions in a department or agency being available on a flexible hours basis has been reached, the Department shall evaluate the effectiveness and efficiency of the program and determine whether to expand the number of positions available for flexible hours.

Each department shall develop a plan for implementation of flexible work requirements designed to reduce the need for day care of employees' children outside the home. Each department shall submit a report of its plan to the Department of Central Management Services and the General Assembly. This report shall be submitted biennially by March 1, with the first report due March 1, 1993.

Child Care Flex Time Reports
Reporting Guidelines

Public Act 87-552

In order to satisfy the requirements of Public Act 87-552, a report must be generated by each agency illustrating its plans to reduce employee need for day care outside the home. The information contained in your plan must be presented as it directly relates to reducing childcare needs. Photo copies of manuals or procedures will not be sufficient but may be used as supportive materials.

To ensure uniformity in agency reporting, a five-section format has been developed for the preparation of this report.

Section 1

This section should be the agency's policy statement indicating its position on aiding employees with their childcare needs.

Section 2

The second section of this report should identify the person or persons responsible for implementing the agency's plan.

Section 3

In this section, flexible work requirements currently utilized by your agency should be listed and explained. These items may include: flexible starting and ending times, job sharing positions, compressed four-day work weeks, part-time employment, and any other innovative programs.

Section 4

List programs which will be utilized over the next two years and any new programs to be implemented.

Section 5 (optional)

Discuss any suggestions for new innovative programs to assist State of Illinois employees in reducing their childcare needs.